

ENVIRONMENTAL PROJECTS MANAGER

DEFINITION

To develop and coordinate compliance with a wide variety of local, state and federal requirements for Community Development CDBG, Redevelopment, Housing and Economic Development programs; to provide assistance in interpreting, analyzing, and complying with environmental policies, rules and regulations; and to provide staff support to the Assistant Director of Community Development.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director of Community Development.

Exercises direct supervision over assigned professional, technical and clerical staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop and coordinate compliance with a wide variety of local, state and federal requirements for Community Development CDBG, Redevelopment, Housing and Economic Development programs.

Interact with other City departments and provides assistance in interpreting, analyzing, and complying with environmental policies, rules and regulations.

Coordinate compliance with the California Environmental Quality Act (CEQA); prepare and distribute CEQA notices; conduct Initial Studies and produces Negative Declarations.

Assist in researching City environmental issues which impact redevelopment areas.

Interact and coordinate compliance involving various regulatory agencies.

Assist the City in complying with procedures from regulatory agencies such as U.S. Fish and Wildlife Service, California Department of Fish and Game, California Coastal Commission, the Regional Water Quality Control Board and the County's Hazardous Materials Management Division.

Coordinate various consultant contracts.

Prepare staff reports and make presentations before the City Council and Redevelopment Agency.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

The California Environmental Quality Act (CEQA) and other governmental environmental policies, rules and regulations.

Federal, state, and local environmental regulatory agency requirements.

Environmental review procedures and redevelopment area issues.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Read and interpret complex environmental policies, rules and regulations.

Develop and implement appropriate compliance procedures.

Compile information.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible professional experience involving the coordination of environmental compliance activities and procedures related to CEQA and other government environmental regulations.

Training:

Equivalent to a Bachelor's degree in environmental sciences or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 15 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, and other material; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.